



Employment Opportunity

Office Assistant 2

Range 28 \$1915 - \$2415 monthly

Recruitment: 612-2006

Opens: December 7, 2006

Closes: December 21, 2006

Location: Director's Office, Human Resources
Located in Olympia

Job Summary: This position is located in the Human Resources Office. It provides office support to human resources staff as well as internal and external constituents. Key responsibilities include:

- Greeting visitors and responding to requests for information
- Answering calls and providing information by telephone
- Receiving, sorting, and distributing all incoming mail
- Organizing, sorting and filing documents and other records
- Using copy machines and fax machines to reproduce and disseminate documents
- Sending out a variety of correspondence
- Using computer and keyboarding skills for data entry, document preparation and updating records

Key Competencies:

Ability to:

- Manage time effectively, prioritize and accomplish a variety of tasks throughout the day
- Work effectively as a member of a team
- Work accurately with forms and documents, entering and verifying information, and filing
- Operate a variety of office machines, including copiers, fax machines, and a personal computer
- Demonstrate excellent keyboarding skills, typing up to 40 words per minute with accuracy and using Microsoft WORD
- Communicate clearly in English, both verbally and in writing; prepare clear correspondence (e-mails and memos)
- Communicate courteously over the phone, recognizing important issues that need to be communicated to staff

Required Qualifications:

- A high school diploma or GED equivalent.
- At least one year of clerical experience working in an office environment, performing a variety of clerical tasks, greeting and communicating with members of the public, and providing information verbally and in writing. You must be able to communicate clearly in English.
- This experience should include using WORD and accessing and using databases as a regular part of your job duties.

Preferred Qualifications: Preferred applicants will also have:

- Experience performing clerical or other support duties in a Human Resource Office.
- The ability to type at least 40 words per minute with accuracy.

Working Conditions:

- Able to work Monday through Friday from 8:00 to 5:00
- Able to sit/stand for long periods of time

How to Apply:

If you are interested in this opportunity, submit a State of Washington job application that shows all of your applicable experience and training.

Also, using separate paper, please respond to the following questions. Note that a resume may not substitute for the information provided in the format below. Be sure to specify your employer, job title, duties performed, and length of service for each relevant position. For training or education, specify courses completed and the name of the school.

1. Do you have a high school diploma or a G.E.D.?
2. List the positions held in which you performed clerical duties in an office environment. Briefly describe your duties.
3. Describe your experience greeting and helping customers or members of the public. Be specific in describing the customer-oriented tasks you performed. Also specify your job title and employer for each position.
4. Describe your experience or training for working with Microsoft WORD. Tell us about the most complex or challenging types of documents you have prepared using WORD. Specify the employer and job title.
5. Briefly describe your experience accessing and using databases as a regular part of your duties. Specify your title and employer, and explain how you used the databases. What were the databases you used?
6. Are you able to type 40 words per minute with accuracy?
7. Do you have any experience performing clerical or other support duties in a Human Resources Office or closely related environment? Briefly explain.

Applications and exams must be received by 5:00 p.m. on December 21, 2006.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.